

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	PAGE: 1 OF 3
ISSUED BY: <b>Office of Administrative Services, Division of Human Resources</b>	
EFFECTIVE DATE: <b>4/20/05</b>	
PROCEDURE # <b>2.13</b>	
SUBJECT: <b>Absences Due to Adverse Weather</b>	
DISTRIBUTION CODE: A,B,C,D	CONTACT: <b>Director, Division of Human Resources (502) 564-7233</b>

## **I. PURPOSE**

State employees are provided an opportunity to make up time missed at work as a result of adverse weather conditions. This procedure establishes the steps necessary for an employee to obtain approval for absences that occur as a result of adverse weather conditions.

## **II. GUIDELINES FOR ADVERSE WEATHER LEAVE**

### **A. Definitions:**

An employee has a period of four (4) months to earn back time designated as adverse weather leave.

Adverse Weather Leave does not include:

- instances where an office is closed by management, or
- a decision by an employee to use annual or compensatory leave.

### **B. Adverse Weather Leave Exceptions**

Adverse Weather Leave is not available to an employee:

- who has scheduled to be absent, or
- is designated as an essential employee, or
- has been advised by his/her supervisor that because of their position, is not allowed to take adverse weather leave.

### **C. Procedure**

1. When an employee chooses to use adverse weather leave, the employee shall:
  - follow established office procedures for calling in an absence, and
  - advise his/her supervisor that the employee is using adverse weather leave.

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2. Upon returning to work, the employee shall make up the time taken as adverse weather leave within four (4) months of the date the leave was taken.
3. The employee shall with the approval of his/her supervisor make up the adverse weather leave:
  - if possible during the workweek in which the adverse weather leave was taken; or
  - any following workweek, working no more than 40 hours in any one workweek.
4. If the employee fails to make up adverse weather leave within the four (4) month period, the employee shall:
  - have the designated adverse weather leave taken as annual or compensatory leave.
  - If the employee does not have sufficient leave balances to cover the amount of accrued adverse weather leave, the adverse weather leave shall be taken as leave without pay.
5. If an employee transfers or separates from employment with the Cabinet before the leave is made up, the leave shall :
  - have the designated adverse weather leave taken as annual or compensatory leave.
  - If the employee does not have sufficient leave balances to cover the amount of accrued adverse weather leave, the adverse weather leave shall be take as leave without pay and deducted from the employee's last paycheck.

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### **III. REFERENCES**

[101 KAR 2:102 Section 10](#)

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES."**

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**DISTRIBUTION CODES:**

<b>A. Senior Management</b>	<b>B. Division Directors</b>	<b>C. Branch Managers/Supervisors</b>
<b>D. Cabinet Personnel</b>	<b>E. Division Personnel</b>	<b>F. Branch Personnel</b>

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